



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

MECHANICAL MAINT & OPERATIONS SUPERVISOR

Job Number: 20000460

Job Code: 11400V000101

Job Group: 1100 - SKILLED TRADES

Job Established: 06/16/1982

Job Revised: 05/16/2008

Grade: 12 Salary (MIN - MID):

\$14,938-\$19,789 - Hourly

\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary

\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises the mechanical maintenance and operation of the entire physical plant at a multi-building correctional facility with a resident population of 250, or the entire physical plant at a multi-building state office complex; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have five years of experience in general building maintenance or five years experience in the maintenance and/or repair of air conditioning, heating, refrigeration, ventilation equipment or electrical systems. This experience must include two years of either mechanical, heating, ventilation, air conditioning or electrical systems maintenance and also include two years of supervisory/coordinative maintenance experience.

Substitute EDUCATION for EXPERIENCE:

Formal training in one of the above or related fields will substitute for the non-supervisory experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Experience in one of the above or related fields will substitute for the education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises crews in performing preventive maintenance on and in the operation of air conditioning, heating, refrigeration, ventilation, electrical systems and associated equipment in a major correctional or residential facility. Performs the more difficult maintenance duties. Supervises and performs maintenance on plumbing and sewage treatment facilities. Reviews plans for repairs and/or alterations of the physical plant to determine whether or not such plans meet state, local and/or agency standards. Works with architects and engineers to plan and build major capital construction projects. In conjunction with case workers, selects residents with skills and abilities to assist regular crews with maintenance and operations. Conducts on-the-job training for those residents assigned to maintenance and operations.

UNIQUE PHYSICAL REQUIREMENTS:

Incumbents working in this job title are required to lift heavy objects, bend, stoop and have good manual and finger dexterity.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

May be required to take care of emergency repairs twenty-four hours a day.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.